



UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
Cambridge International Diploma in Management
Professional Level

MANAGING INFORMATION

4245/01

Core Module

Valid between 1 January 2010 and 30 June 2011

READ THESE INSTRUCTIONS FIRST

You should read the assignment carefully.

It is important to complete the **Assignment Cover Sheet** when you have finished your work. You must complete the details and sign the declaration to confirm that the assignment is all your own work and your tutor must sign to verify that it is your own work.

The length of the assignment must be no more than 3000 words. Marks will be deducted from assignments that exceed the word limit.

This document consists of **3** printed pages.



Managing Information – Core Module

Title: Decisions Based on the Right Information at the Right Time

Before starting this assignment it is important to familiarise yourself with the module syllabus and the associated objectives and competence criteria so that your understanding and application of them will be a feature of your submitted report.

For this assignment you should work with your own organisation or one that is familiar to you. Briefly describe the organisation, its purpose, products and/or services and the department or project you work for (or the department/project you have selected) and your involvement with it.

Focussing on your organisation, identify two management decisions that are made and explain the importance of these decisions to the organisational purpose. Create information flow lines from these decisions back to the information sources that are required to make them. Drawing on academic literature, explain how data and information are sourced and analysed. Explain the different types of decisions that are made along the flow lines.

Select one of the above management decisions and prepare a plan to research and analyse the various stages of its information flow line. Briefly describe your plan and explain the research and analysis techniques you have selected and why these are the most appropriate. Implement your plan, discuss your findings and draw conclusions about the effectiveness of the decision making process, the reliability of the sources and the quality of the information.

Making use of academic literature, identify the range of methods that can be used to communicate information and decisions to others. Evaluate these communication methods using a range of appropriate techniques and criteria. Identify the preferred methods of communication within your organisation and critically appraise these based on your evaluation. Draw conclusions about the effectiveness and efficiency of communication in your organisation.

Using the findings of your research and analysis, draw conclusions about the way in which information is managed in your organisation, department or project. Explain how Information Technology (IT) is or could be used in communication and managing information, the benefits and actual or potential problems.

You are required to share your findings with other suitable people in your organisation and you will do this in a meeting during which you will make a formal presentation. Identify best practice for planning, organising and managing meetings. Arrange the meeting based on best practice and the protocols within your organisation. Decide the most appropriate way to present your findings to the meeting and make preparations for the meeting.

Present your findings to the meeting participants and encourage discussion to identify ways to improve communication and decision making processes.

At the end of the meeting obtain feedback from participants on the following:

- The content of your presentation
- Your presentation skills
- Your communication skills
- The way in which you ran the meeting

Describe how you ran the meeting, the ideas that were generated and any decisions that were made. Analyse the feedback from participants. Draw conclusions about the work you have done and your meeting and presentation skills. Identify how you will use the learning from this study and the feedback in the future.

It is important when submitting your report that the feedback from colleagues indicates an appropriate level of competence for study/work at this level.

You must include in your assignment report all documentation, notes and materials generated during each stage of the study. All your analysis must be included in the main body of the report and supported by evidence from your research, surveys and feedback which can be located in the appendix.

You are not expected to include confidential information on your organisation, its personnel or performance.

In writing the report, you should adopt an appropriate business format and show how knowledge and understanding of managing information have been applied in line with the module syllabus.

At the start of your assignment report, indicate the number of words used, which should not exceed the maximum permitted amount of 3000.

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